Army Substance Abuse Program

Fort Jackson, S.C.

ARMY SUBSTANCE ABUSE PROGRAM (ASAP)

Civilian Employee Prevention and Training Part One

Topics of Discussion

- **Regulatory Guidelines**
- **ASAP Components**
- **Supervisor Responsibilities**
- **ASAP Mission**
- **ASAP Objectives**
- **Biochemical Testing**
- **Drug-free Federal Workplace**
- **Department of Transportation**

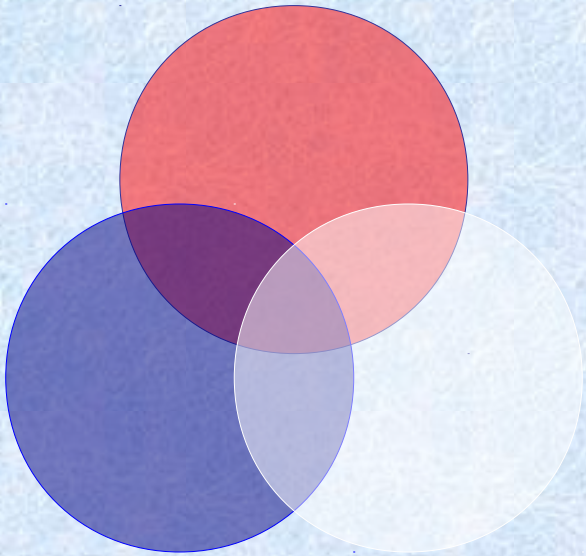
Regulatory Guidelines

- **Primary guidance for the Army Substance Abuse Program (ASAP) Program comes from:**
  - ***AR 600-85 - Army Substance Abuse Program (ASAP) dated 1 Oct 01***
  - ***DoD Directive (DoDD)1010.1 - Drug Abuse Testing Program dated 28 Sept 84***
  - ***DoD Instruction (DoDI) 1010.16 - Technical Procedures for the Military Personnel Drug Testing Program- dated 9 Dec 94***

Regulatory Guidelines

- **Additional guidance for the Biochemical Testing Program comes from:**
  - **FJ Circular 600-85 - Army Substance Abuse Program Biochemical Testing- 12 Jul 02**
  - **DA PAM 600-85- ASAP Civilian Services- dated 15 Oct 01**
  - **DoD Instruction (DoDI) 1010.4 – Alcohol and Drug Abuse by DoD Personnel- dated 25 Aug 80**
  - **TRADOC Supplement 1 to AR 600-85- dated 29 Jul 03**

ASAP Components



ASAP Components

- **The local (non-clinical) Garrison ASAP provides training and education, runs anti-drug and alcohol abuse campaigns and processes urine specimens to be shipped to the drug testing laboratories. The local garrison ASAP staff consists of the following staff positions:**
  - **Alcohol and Drug Control Officer (ADCO)**
  - **Prevention Coordinator (PC)**
  - **Installation Biochemical Test Coordinator (IBTC)**
  - **Employee Assistant Program Coordinator (EAPC)**

ASAP Components

- **DA civilian employees, military and civilian employee family members, and military retirees will be offered:**
  - **Screening, short –term counseling and referral services for treatment or rehabilitation for alcohol misuse or other drug abuse, use of illegal drugs, and/or related problems.**
  - **ASAP treatment services when clinical resources are available.**
- **Civilian employees and family members' enrollment in ASAP treatment is voluntary.**
- **Civilian employees have the option of participating in either the installation ASAP clinical program, when available, or being referred to an approved program in the civilian community.**
- **Whenever possible, an employee's family will be involved in treatment.**
- **DA civilian employees will be granted an approved absence to obtain treatment according to existing civilian personnel regulations.**
- **DA civilian employees performance appraisals will not mention current or past enrollment in the ASAP**
- **Support of recognized labor organizations for those portions of the ASAP applicable to DA civilian employees is encouraged.**
- **Drug testing of DA civilians will not be conducted under AR 600-85 for the purpose of gathering evidence for use in criminal proceedings.**

Supervisor Responsibilities

- **Supervisors will consult with CPAC Specialists:**
  - **Before initiating any formal disciplinary or adverse action.**
  - **Before referring an employee to the ASAP for information, screening, short-term counseling, and referral leading to enrollment for treatment in the ASAP clinic or community resource.**
  - **When an employee appears to be under the influence of alcohol or other drugs while on duty.**
- **Notify appropriate law enforcement authorities when there is reasonable suspicion that an employee is engaged in criminal conduct involving alcohol or other drugs.**
- **Refer to paragraph 2-3, DA Pam 600-85 for additional instructions and procedures for supervisors of civilian employees.**

ASAP Mission

- **Emphasis on Readiness and Retention.**
- **Treatment Issues -- Medical Staff.**
- ****Restore to duty those substance-impaired Individuals who have the potential for continued service.**
- ****Provide effective alcohol and other drug abuse prevention and education at all levels of command.**

****AR 600-85, 1-30 ASAP Mission***

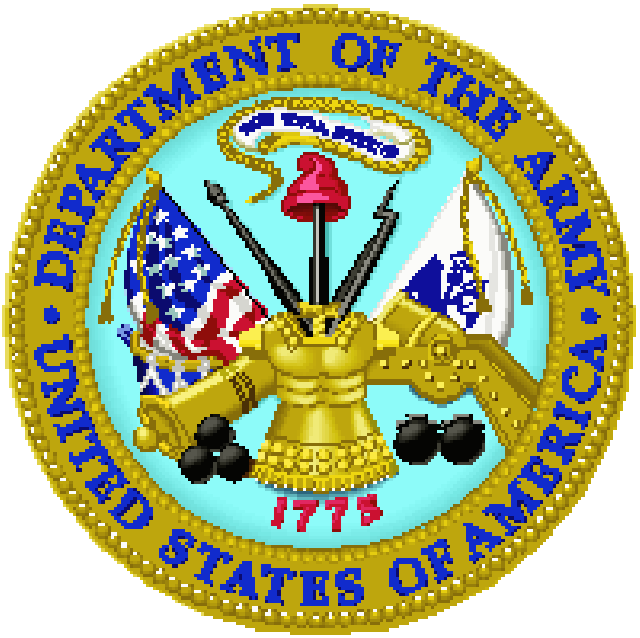
ASAP Objectives

- **Implement alcohol and other drug risk reduction and prevention strategies that respond to potential problems before they jeopardize readiness, productivity and careers.**

- **Provide all civilian employees with three hours of alcohol and other drug abuse prevention and education services annually (AR 600-85).**

- ***DETERRENCE*** **is the basis for all objectives.**

Biochemical Testing



Biochemical Testing Defined

- **Biochemical testing within the military is defined as the chemical analysis of urine for specific drugs or the analysis of breath or blood for alcohol.**

- **The Department of Defense directive 1010.9 mandates urine collection procedures be utilized for drug abuse testing of DoD personnel.**

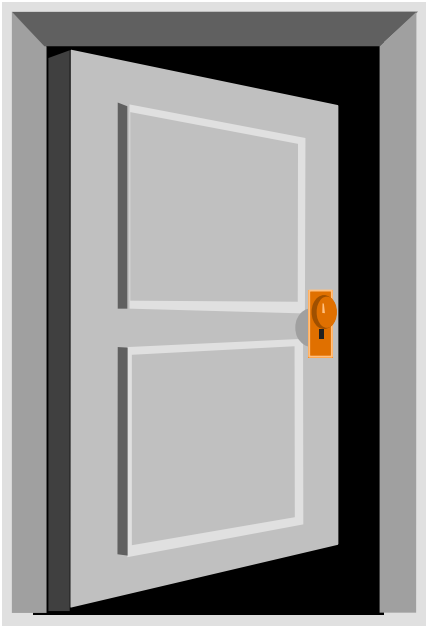
**Biochemical testing is used to:

a. **Facilitate the *early identification* of alcohol and/or other drug abuse.**
b. ***Monitor* the rehabilitation of those enrolled for alcohol and/or other drug abuse.**

As well as serving as a Deterrent

Types of Referrals

- Voluntary (self)
- Supervisor
- Biochemical
- Investigation/Apprehension



Voluntary (self-identification)

- **Voluntary (self-identification) is the most desirable method of identifying alcohol or other drug abuse.**

- **The individual whose performance, social conduct, interpersonal relations, or health becomes impaired because of the abuse of alcohol or other drugs has the personal obligation to seek rehabilitation.**

Supervisor Identification

- **Supervisor identification occurs when a supervisor observes, suspects, or otherwise becomes aware of an individual under the influence of alcohol or other drugs while on duty.**

Biochemical Identification

Biochemical identification can be accomplished either by urinalysis or alcohol breath testing methods.

Investigation/Apprehension

- **Alcohol or other drug abuse may be identified through military or civilian law enforcement investigation and/or apprehension.**

- **Supervisors may refer the individual to the ASAP counseling center for a screening interview..**

- **Referral for screening or enrollment does not interfere with or preclude pending legal or administrative actions in any way.**

Drug-free Federal Workplace Program (DFW)

- **The goal of the Army's DFW drug testing programs for civilian employees is to ensure that workplaces are safe.**
- **To achieve this goal, the Army has implemented drug abuse testing programs for DA civilian employees. These positions are identified as Testing designated Positions or TDP's. The objectives are:**

  a. Assist in maintaining public health and safety, the protection of life and property, national security, and the internal security of the Army.

  b. Deter substance abuse.

  c. Identify illegal drug users.

  d. Assist employees who are seeking treatment for illegal drug abuse.

  e. Assist in determining fitness for appointment or retention in TDP's.

DFW Drug Testing Categories

- **To achieve the objectives of the DFW Program, six categories of drug testing have been established. They are:**

  a. **Reasonable Suspicion Testing**
  b. **Injury**
  c. **Voluntary Testing**
  d. **Follow-up Testing**
  e. **Applicant Testing**
  f. **Random Testing**

Drug-free Federal Workplace Program (DFW)

- **Positions defined by Executive Order 12564 as sensitive positions are called TDP's. These positions or categories of positions involve law enforcement, national security, the protection of life and property, public health and safety along with positions within the U.S. Army Corp of Engineers.**
- **Employees in these TDP's are subject to random testing which occurs without suspicion that a particular individual is using illegal drugs.**
- **Frequency of random testing will conform to DOD guidance**
- **The Medical Treatment Facility (MTF) provides a Medical Review Officer (MRO) to ensure the validity of prescription related positive urinalysis.**

Codeine

Department of Transportation (DOT) Drug & Alcohol Testing Program

- **The DOT alcohol and other drug testing program is designed to help prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by drivers of commercial vehicles.**
- **DA civilian drivers to whom DOT rules apply are subject to the testing procedures.**
- **DOT rules require supervisory training and driver education.**

Employee Assistance Program

Fort Jackson ASAP

AR 600-85

DA PAM 600-85

Agenda

- What is EAP?
- Purpose
- Populations Served
- Referral & Enrollment Process
- Confidentiality

The EAP is:

- Worksite Based Program
  - To help with personal problems that are impairing work performance
  - Voluntary, Confidential & Free
- Problems Could Involve:
  - Drug/alcohol abuse
  - Family/marital issues
  - Behavioral disorders
  - High stress levels

Purpose of EAP

- To provide assessment, short-term counseling, and referral services
- To serve as the “go between” for the client, his/her supervisor, and the treatment facility
- To ensure satisfaction with referral
- To provide follow-up and evaluation of services
- To provide training and consultation

Populations Served

- Family Members of Active Duty, Reserve and National Guard
- Retirees and their family members
- Department of the Army Civilians and their family members

(ID CARD-HOLDERS)

Referral & Enrollment Process

- Completely Voluntary
- Assessment and Diagnostic Impression
- Referral and/or short-term counseling
- Follow Up
- Case Closure
- Evaluation

Confidentiality

- EAP – governed by public law
- Foundation of the program
- Explicit, written permission needed to disclose information (even to spouses)
- No written record of appointment
- Limits of confidentiality

Violence In The Workplace (VIW)

How Much Are You Willing To Tolerate?

FJ EAP

AGENDA

- Definitions of Workplace Violence
- Causes
- Red Flags For Violence
- The Violence Continuum
- Intervention

Statistics

- 20 workers (avg) are murdered EACH WEEK in the U.S. (Nat'l Institute for Occupational Safety and Health)
- 76% of all workplace homicides are committed with a firearm.
- 85% of workplace violence incidents have clear warning signs.

ANNUAL TOTAL OF VIW = $35 BILLION

Definition of VIW

- **Any action (verbal, physical, both) that is unwanted and creates an environment of fear, discomfort, hostility, and/or intimidation in a place of employment. Violence also includes property damage.**
- **An abuse of <u>POWER</u> & <u>CONTROL</u>**

Kinds of VIW

- Psychological and Emotional Abuse
  - name calling
  - humiliation in public
- Threats & Intimidation
  - keeping in state of fear/anxiety
  - tracking your every move
  - threatening physical harm and/or death
- Sexual Assault & Coercion
  - sexual material
  - unwanted touching
  - sexual comments
  - pressure to date
- Indirect Damage
  - damage to computers/disks
  - damage to personal property

Causes of VIW

- Internal Pressures
  - Downsizing
  - Turbulence in workforce
  - Increased workload
  - Employee relations
  - Isolated management
- External Pressures
  - Violent society
  - Drugs
  - Media violence
  - Economy/unemployment

EVERYONE COMES INTO THE WORKFORCE WITH EXPECTATIONS.

SOMETIMES, THESE EXPECTATIONS AREN'T

The Violence Continuum

- Low:
  - Sneering
  - Shouting
  - Swearing
  - Sarcasm
  - Rumors
  - Arguing
  - Pranks
- Moderate:
  - Verbal Threats
  - Vandalism
  - Sabotage
  - Property Damage
  - Stealing
  - Stalking
- High
  - Murder
  - Suicide
  - Arson
  - Rape
  - Use of weapon
  - Assault

Red Flags For Violence

- Interest in violent incidents &/or weapons
- Family turmoil &/or increased stress
- Increased introversion
- Over-reaction/emotional mood swings
- Consistent blame of others
- Signs of physical abuse &/or recent changes in appearance
- Specific threat

“Care-fronting” (A new intervention approach)

- Observation and documentation
- Preparation prior to “care-fronting” (SJA/CDR)
- “Care-front” (Comfort with caring)
- Follow up

<u>TIPS:</u> HAVE POLICY IN PLACE

TAKE CORRECTIVE ACTION

SHOW THAT VIW IS NOT TOLERATED

Army Substance Abuse Program

Building 3250
Sumter Avenue
751-5007
Fort Jackson, S.C.